

Jane Doe

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Professional Summary

Experienced Administrative Office Manager with over 8 years of proven ability to streamline operations, lead administrative teams, and ensure the efficient day-to-day functioning of offices. Adept at managing schedules, budgets, office procedures, and supporting multiple executives in dynamic environments.

Work Experience

Administrative Office Manager

ABC Company, Anytown, ST June 2019 – Present

- Managed office operations for a team of 30+ staff, optimizing workflow and ensuring organizational efficiency.
- Supervised and trained administrative staff, conducted performance reviews, and coordinated team schedules.
- Streamlined purchasing, vendor negotiations, and budget tracking, reducing office supply costs by 15%.
- Oversaw appointment scheduling, travel arrangements, and meeting logistics for executive management.

Administrative Assistant

XYZ Enterprises, Anytown, ST March 2015 – May 2019

- Supported daily operations and front desk activities for a busy office.
- Handled correspondence, prepared reports, and maintained confidential records.
- Coordinated company events and meetings, improving internal communication.

Education

Bachelor of Business Administration State University, Anytown, ST 2011 – 2015

Key Skills

Office Management
Staff Supervision
Project Coordination
Budgeting & Reporting
Event Planning
Travel & Calendar Management
Vendor Relations
Document Management
Excellent Communication
Problem Solving
MS Office Suite

Certifications

- Certified Administrative Professional (CAP) – IAAP, 2018
- Project Management Fundamentals – Coursera, 2020